

**MARTIN CITY COUNTY WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
April 15, 2021, LIETZ HALL, MARTIN CITY, MT  
Minutes**

The meeting was called to order at 7:00 p.m. Present: Board Members President Greg Doggett, Ed Benton, and Jim Zerbe; General Manager/Chief Operator Shane Pierson, and Clerk Victoria Zerbe. Flip Paulson was absent. Guests Cindy Doggett and Tyler Lentz were also present.

**The Minutes for January 21, 2021 were approved by unanimous consent.**

The next item on the agenda was the acceptance of Jacque Ferbrache's resignation by the Board and the need to fill the remainder of Jacque's Director term with the appointment of a new Director. New candidates considering for filling Jacque's position were Tyler Lentz and Cindy Doggett. After discussions on the responsibilities of a Director and the time involved, both candidates were given an opportunity to introduce themselves and detail their qualifications. MCCWD Directors continued to discuss the matter, and ultimately asked the two candidates to again be present at next month's meeting for the final decision. The matter of absenteeism will be discussed with Director Flip Paulson, and the possibility that one candidate might fill Flip's position will be raised.

The monthly coliform water test results for February and March were satisfactory.

For the Operator's Report, Chief Operator Shane Pierson reported that the main line break by Greg Doggett's residence has been repaired. Some clean up will be needed in the spring or early summer. Water loss in Glacier Hills is much lower after the repair.

Snow-melt heat cable has been installed above the entrance of the Glacier Hills pumphouse and is operational. Several meter pits in town are under water and the radio read will not operate. The situation will be fixed when the water recedes. The thermostat in the main pumphouse needs to be replaced to allow lower temperature settings.

Several new installations and meter pit replacements are on the schedule with more being scheduled each week. Shane reported multiple calls per day from realtors on lots for sale and the cost to supply water to the various locations.

The automatic backup generator for the Glacier Hills pumphouse that had been recently installed is working well. The job, however, is still not complete. A wire mesh enclosure around the generator that the Chief Operator believed was part of the project has not been installed. Instead, T5 Services installed a wooden slat structure that they left without painting or staining. Shane has requested a document stating that such a structure would not void the warranty on the generator. The Board agreed that a final payment would not be made until the project is completed satisfactorily.

Large leak turn-offs were reported for Jeff Armstrong, Account #19, and Gerald Rossbach, Account #90. Since the leaks were exacerbated by customer negligence, no leak credits were issued.

The Work Order Log was reviewed next. For Work Order 2020-20, electrician Steve Mattelli

submitted a last-minute bid of \$5,500 for relocating the transceiver from the storage tank vault to the main pumphouse in town. The Chief Operator will seek additional bids.

The Board reviewed the System Reports for January, February, and March. As a result of the main line repair in Glacier Hills, a dramatic drop in water loss was recorded. A high water loss of 261,141 gallons in January dropped to a low of 99,281 gallons in March. Route 1 water loss hovers around 100,000 gallons, while Route 2's water loss of 1,400 gallons in March highlights the completed repair.

The Usage Reports, the Usage and Loss Reports, and the Comparison Reports were reviewed. It was noted that March's water loss percentage ended at 11.06%, less than half of March 2020 figure.

The Clerk summarized the District's financial statements for January, February, and March, 2021. The Flathead County Finance Department's deposit into MCCWD's Tax Roll Fund #7273 for the first three months of 2021 equaled \$1,409.42, and an interest distribution of \$181.93 was recorded for the Capital Investment Fund #7274. There were no comments or questions on the District's Balance Sheets, nor on the Clerk's timesheets.

The 2021 Cash Flow Forecast, a snapshot of MCCWD's finances, was reviewed.

The Disbursement Report for February 15, 2021 listed the Montana Monthly Withholding Tax Payments for January and February. This was a change from previous years when payments were paid yearly. A payment of \$1,035.00 to Libby Landscaping for snow removal and the Glacier Hills leak repair excavation was also listed.

The March 15, 2021 Disbursement Report depicted Montana State Fund Workman's Compensation Insurance third and final installment payment for 2021 of \$146.43.

The April 15, 2021 Disbursement Report listed the 941 Employer's Federal Quarterly tax payment of \$1,451.96; the MT Unemployment Quarterly Tax payment of \$40.50; and the MT Monthly Withholding Tax of \$162.00. A payment of \$126.45 to RVS Software for 1,500 bill cards; \$296.50 to Montana Environmental Laboratory for 12 bacterial tests and 1 nitrate analysis; \$7,764.15 to Core & Main for meter pits and installation materials were also listed on the April 15, 2021 Disbursement Report.

**A motion to approve the Disbursement Reports dated February 15, March 15, and April 15, 2021 was made by Greg, seconded by Ed, and unanimously approved by the Board.** The transfer of \$8,000 from Flathead County Tax Fund #7273 to the District's checking account on April 12 will be added to the April 15 Disbursement Report.

The Adjustments Reports once again depicted turn-off and turn-on, connection, and installation fees. The Rate Code Reports illustrated MCCWD's rate codes, meters billed, and usage. The customers on the Past Due List for April are tentative until the end of the day.

Under Old Business, **after the second reading of ORDINANCE NO. 2021-01, printed below, the President made a motion to adopt and pass the ordinance. Jim seconded the motion and all Board members voted to approve the measure.**

ORDINANCE #2021-1

## ANNEXATION OF PROPERTY CONTIGUOUS TO THE DISTRICT BOUNDARIES

An ordinance to annex property contiguous to the district boundaries of Martin City County Water District.

Be it ordained by the Board of Directors of the Martin City County Water District, State of Montana, as follows: In accordance with MCA 7-13-2341 (5), utilizing excess capacity greater than required to meet the needs of the current district, the below listed property, petitioned by the legal owners and certified by the Flathead County Election Department/Clerk and Recorder Office, State of Montana, are hereby annexed into the Martin City County Water District.

Exact legal description as per tax statement: 04 30 19 Glacier Hills PH 3 Lot 6. Assessor No. 0502698.

Under New Business, inspection of the water tank is scheduled every ten years. The Chief Operator received 4 bids for the cleaning and inspection of the tank ranging from \$2,100 to \$3,600. Repairs are charged in addition to the flat rate. Greg made a motion to accept the lowest bid, which was from Potable Divers Inc., the company who cleaned the tank in 2011. The Board approved the motion. Shane will schedule the inspection.

The next item of New Business was the 1<sup>st</sup> St. West extension proposal. The Board held a discussion on the four options of extending a main line from the alley south of Central Ave. to 3<sup>rd</sup> Ave. S. Installing a water main down 1st St. West would ensure water service to a large portion of lots that are in our district but too far for service lines. **Greg made a motion to give approval to Option 1, a 4-inch line for 240 feet with a flush hydrant at the end without formal engineering, when there is a firm customer commitment for installation of water service in the area. The cost totalled \$9,082.00. Jim seconded the motion and Ed approved.** Shane proposed adding a \$1,500 connection fee per service to connect to the new line. The Board will again discuss the exact cost sharing by the customers involved at a future meeting.

The Board next discussed customer parking on pits which prohibits meter pit availability for service and blocks radio reading of meters. The possible addition of t-posts to mark meter pits was also raised. The Board decided that after the first offense, an obstruction charge will be added to the customer's bill.

The District's next Board Meeting is scheduled for Tuesday, May 18, 2021 at 7:00 p.m. As there were no other items to discuss, Jim made a motion at 9:00 p.m. to adjourn and Greg seconded it; all agreed.

Respectfully submitted,

Victoria Zerbe